

Request for Letter of Interest (RLOI) Pilot Program (Electronic Submittal Required)

Construction Engineering Management Services

for

Five CEM Projects in Region Four

Project No. NH-0089(127)65
US-89; 300 N in Kanab to Kanab Creek Bridge

Project No. F-0089(190)30
US-89; MP 29.9 to MP 37.8, Lane Level & Overlay

Project No. NH-0006(29)204
US-6; Tucker MP 203 to 204.3

Project No. S-0010(36)64
SR-10; Ridge Road to South Price

Project No. S-0010(43)55
SR-10; Horseshoe Dugway to Carbon Co Line

March 17, 2009

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SUMMARY SHEET

1. Project Number, Location and ePM PIN No:

Group A

Project No. NH-0089(127)65
US-89; 300 North in Kanab to Kanab Creek Bridge
PIN 3424

Project No. F-0089(190)30
US-89; MP 29.9 to MP 37.9, Lane Level & Overlay
PIN 7596

Group B

Project No. NH-0006(29)204
US-6; Tucker MP 203 to 204.3
PIN 4161

Group C

Project No. S-0010(36)64
SR-10; Ridge Road to South Price
PIN 5994

Project No. S-0010(43)55
SR-10; Horseshoe Dugway to Carbon County Line
PIN 7178

2. Requested Services: Construction Engineering Management
3. Source(s) of Funding: State and Federal
4. UDOT Project Administrator:

Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
801/965-4183
raeleen@utah.gov

5. UDOT Project Management:

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Monte Aldridge (Group A)
Project Manager
Utah Department of Transportation
Region Four
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Richfield, Utah
435/896-0726
maldrige@utah.gov

Daryl Friant (Group B & C)
Project Manager
Utah Department of Transportation
Region Four
1345 South 350 West
Richfield, Utah
435/979-4547
dfriant@utah.gov

6. Letters of Interest (LOI) Due Date: **Tuesday, March 24, 2009**

Submit an electronic PDF file of the LOIs to Raeleen Sanchez by e-mail at raeleen@utah.gov prior to 11:00 a.m. on Tuesday, March 24, 2009. You will receive an e-mail acknowledgment of receipt.

LOIs will not be accepted after the 11:00 a.m. deadline.

The Letter of Interest has a maximum page-limit of **TWO** pages. If there are any changes affecting the RLOI, notice will be sent out via an e-mail through the Consultant Services update service.

7. Shortlist for Oral Interviews: Wednesday, April 1, 2009
8. Oral Interviews Date: Interviews will be held on Tuesday, April 7, 2009
9. Notice to Proceed Date: TBD
10. Project Completion Date: Approximately **6, 6, 22, 10 & 12** months from Notice to Proceed, respectively.
11. Separate scores will be determined for each of the three Project Groups.
Consultants may elect to submit for one, two or three of the project groups.
12. The Selection Team may select one or more consultants to provide services, one for each group of projects. Separate contracts will be written for each project.

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13. This selection is for Construction Engineering Management Services. CEMT, TTQP and LTP certifications apply. Please consider the specific requirements identified in Appendix A found on page 6 of this advertisement.

Consultant Selection Schedule

Date	Day	Action
Tuesday	3/17/09	Posting of the Request for Letters of Interest on UDOT Consultant Services Project Advertisement website and subscriber e-mail
Tuesday	3/24/09	Letter of Interest is due electronically by 11:00 a.m.
Wednesday	4/1/09	Shortlist for Oral Interviews
Tuesday	4/7/09	UDOT Consultant Selection Interviews
Tuesday	4/7/09	Consultant Selection
TBD	TBD	Mandatory Negotiation Meeting with Selected Consultant(s), based on individual project schedules

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives & Tasks)

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **30%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this Request for Letter of Interest.

Required Key Personnel Qualifications

The Consultant is responsible that all personnel proposed under this RLOI are qualified through training, experience, and appropriate certification, for the tasks assigned and have a working knowledge of UDOT standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* and attached as **Appendix B** to this RLOI. State the certification and education levels of the individuals proposed for use on previous projects. **The completed form must be included with the LOIs, but will not count as one of the allowed pages.**

Proposed labs and personnel for Construction Engineering Management are required to **meet and maintain current Construction Engineering Management Training (CEMT), Transportation Technician Qualification Program (TTQP) and Laboratory Qualification Program (LQP) certifications**. It is the responsibility of the Consultant Firm to ensure that UDOT records reflect the certification records of the Consultant. Firms proposing a lab or staff not currently certified by UDOT records as posted on the Construction and Materials web pages, on the date LOIs are due, **will result in disqualification** and will not be considered for these projects. If you feel records posted on the web pages do not reflect your records, please contact Mike Garcia 801/957-8538 for CEMT or Jon Ogden 801/965-4227 for TTQP & LQP before 11:00 AM on March 24, 2009.

Required Availability of Key Personnel

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when listed on Appendix B *Proposed Key Personnel to Be Used on UDO Project Form*.

Conditions of Letter of Interest:

All costs related to the preparation of the LOI and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

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Financial Screening:

The Department requires that Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site at www.udot.utah.gov/go/csforms. For questions, contact the Consultant Services Financial Screener at 801/965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

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Appendix A

Guidelines for Preparing the Letter of Interest

ELECTRONIC SUBMITTAL

The Department's goal is to migrate to electronic processes wherever possible. Consultant Services intends to require all LOIs to be submitted solely by electronic means.

LETTER OF INTEREST – The letter should be addressed to:

Raeleen Sanchez
Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998
raeleen@utah.gov

In **two pages**, include the following information:

- identify in the upper right hand corner the project groups your firm is interested in providing services
- Express your interest in the project,
- State qualifications to do the work,
- Identify the Consultant Project Manager, Consultant Resident Engineer*, Consultant Field Engineer*, Consultant Office Manager* and Lead Inspector,
- Recount any information on the project team or yourself that may be useful or informative to the Department. (Staff denoted with * are defined on Page 10 of this RLOI.)
- Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the LOI.

SHORTLISTING FOR INTERVIEWS

The Department may elect to “Shortlist” for Interviews depending on the number of Consultant responses. The Selection Team will meet to determine which firms will interview by the “Consent” of the Selection Team. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

“SELECTING BY CONSENT” PROCESS

The interviews will be performed using the “Selecting by Consent” (SBC) method. The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the

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interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov/go/csforms.

SELECTION INTERVIEWS

The following project-specific topics will be some of the issues discussed:

- Project Administration
- Partnering
- Materials Testing
- Management of the Project

The methodology for procuring this contract is a pilot program to further streamline the selection process. Selection of a consultant will be finalized through response to this RLOI and oral interviews.

The Department reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

REQUIREMENTS FOR PROPOSED KEY PERSONNEL

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RLOI). Appendix B must state the certification and education levels of the individuals proposed for use on potential projects. **The completed form must be included in LOIs but will not count as one of the allowed pages.**

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when personnel are listed on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form.

Please identify only the individuals called out in this RLOI; the Consultant Project Manager, other specific team members and the Consultant Resident Engineer, Field Engineer, Office Manager and materials testing staff as defined below.

For Construction Engineering Management, the following individuals must be identified on Appendix B and meet the current CEMT certification requirements: Consultant resident engineer, field engineer and office manager. **LOIs submitted without this identification and/or qualified individuals will result in disqualification** and will not be considered for these projects. Refer to www.udot.utah.gov/go/construction, for additional information regarding UDOT's Construction certification requirements.

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For firms with their own labs, individuals or firms providing materials testing must be identified on Appendix B and meet the current TTQP and LQP certification requirements. **SOQs submitted without this identification and/or qualified individuals/firms will result in disqualification** and will not be considered for these projects. Refer to www.udot.utah.gov/go/materials, for additional information regarding UDOT's materials testing certification requirements. See Appendix C, Scope of Work for more information.

Please identify all materials testing staff on Appendix B. Potentially one technician may be certified in more than one area of testing. Staffing must meet the minimum number of technicians in each area to meet the needs of each specific project.

NOTE: If a Consultant Firm does not have its own lab, there will be no point deductions or penalties, but a sub-consultant lab team is required in order to ensure TTQP and LQP requirements are met for selection. Please include sub-consultant info in Appendix B

****The Consultant Resident Engineer (CRE)** is a professional engineer who provides project oversight for UDOT and LG projects according to the UDOT Construction Manual of Instruction. The CRE works under the supervision of a UDOT Resident Engineer or District Engineer. The CRE supervises a CEM crew.*

****The Consultant Field Engineer** is the individual(s) who may be a professional engineer or EIT; assists with CRE duties and provides field supervision.*

****The Consultant Office Manager** is the individual(s) who will be providing PDBS data entry; and maintaining project records.*

Proposed labs and personnel for Construction Engineering Management are required to **meet and maintain current Construction Engineering Management Training (CEMT), Transportation Technician Qualification Program (TTQP) and Laboratory Qualification Program (LQP) certifications**. It is the responsibility of the Consultant Firm to ensure that UDOT records reflect the certification records of the Consultant. Firms proposing a lab or staff not currently certified by UDOT records as posted on the Construction and Materials web pages, on the date LOIs are due, **will result in disqualification** and will not be considered for these projects. If you feel records posted on the web pages do not reflect your records, please contact Mike Garcia 801/957-8538 for CEMT or Jon Ogden 801/965-4227 for TTQP & LQP before 11:00 AM on March 24, 2009.

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Appendix B (Group A Projects)

Proposed Key Personnel to Be Used On UDOT Projects

Name	Firm Name	Title (Within firm and/or proposed on projects)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level
		Consultant Project Manager				
		Lead Inspector				
		Consultant Resident Eng				
		Consultant Field Engineer				
		Project Office Manager				
		Aggregate				
		Asphalt				
		Concrete				
		Embankment				
		SRD				
		Superpave Mix Design				
		Laboratory Testing				
		Concrete Strength Testing				

Include all key personnel who are proposed to work on EOR project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website www.udot.utah.gov/go/csforms.

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Appendix B (Group B Project)

Proposed Key Personnel to Be Used On UDOT Projects

Name	Firm Name	Title (Within firm and/or proposed on projects)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level
		Consultant Project Manager				
		Lead Inspector				
		Consultant Resident Eng				
		Consultant Field Engineer				
		Project Office Manager				
		Aggregate				
		Asphalt				
		Concrete				
		Embankment				
		SRD				
		Superpave Mix Design				
		Laboratory Testing				
		Concrete Strength Testing				

Include all key personnel who are proposed to work on EOR project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website www.udot.utah.gov/go/csforms.

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Appendix B (Group C Projects)

Proposed Key Personnel to Be Used On UDOT Projects

Name	Firm Name	Title (Within firm and/or proposed on projects)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level
		Consultant Project Manager				
		Lead Inspector				
		Consultant Resident Eng				
		Consultant Field Engineer				
		Project Office Manager				
		Aggregate				
		Asphalt				
		Concrete				
		Embankment				
		SRD				
		Superpave Mix Design				
		Laboratory Testing				
		Concrete Strength Testing				

Include all key personnel who are proposed to work on EOR project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website www.udot.utah.gov/go/csforms.

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Appendix C

SCOPE OF WORK

EXECUTIVE SUMMARY AND SCOPE OVERVIEW

This RLOI has been prepared to enable the selection of a firm(s) to provide construction engineering management (CEM) services for five projects. A single CE consultant will be selected to manage the two projects on US-89 and a single consultant will be selected to manage the two projects on SR-10. Another consultant will be selected to manage the US-6 project. Up to three consultants will be selected from this solicitation.

The first project is to provide CEM services for UDOT Project No. NH-0089(127)65 US-89; 300 North in Kanab to Kanab Creek Bridge. This Project involves widening a short section, approximately 1000', of US-89 to provide a transition from the urban section in Kanab to the rural two-lane highway, placement of concrete curb and gutter, installation of a new 42" HDPE drainage culvert, traffic and safety items, and a scrub seal over the length of the project. The project is scheduled to advertise in April of 2009, is expected to end in September 2009,

The second project is to provide CEM services for UDOT Project No. F-0089(190)30, US-89; MP 29.9 to 37.8, Lane Level and Overlay. This project involves placing approximately 14,000 tons of lane level and overlay as well as traffic and safety items. The project is scheduled to advertise in March 2009, is expected to end in August 2009.

The third project is to provide CEM services for UDOT project NH-0006(29)204, US-6; Tucker MP 203 to 204.3. This project will realign and reconstruct approximately 1.5 miles of US-6 from MP 202.7 to MP 204.3. Major items of work include approximately 310,000 cubic yards of roadway excavation, 20,000 cubic yards of granular borrow, 18,000 tons of HMA, 3,700 tons of SMA, one bridge, one box culvert, and three retaining walls. The project is scheduled to advertise in March 2009, with notice to proceed in late May 2009. The construction contract will be approximately 260 working days.

The fourth project is to provide CEM services for UDOT project S-0010(43)55, SR-10; Horseshoe Dugway to the Carbon County Line. This project will rehabilitate or reconstruct the pavement and extend passing lanes on SR-10 from MP 54.5 to MP 60.3. Major items of work include 36,000 cubic yards of roadway excavation, 8,600 cubic yards of Granular Borrow, 7,000 cubic yards of untreated base course, 26,000 tons of HMA, 11,000 tons of SMA, 42,500 square yards of full depth reclamation, and two box culvert extensions. The project is scheduled to advertise in April 2009, with notice to proceed anticipated in June 2009. The construction contract will be approximately 80 working days.

The fifth project is to provide CEM services for UDOT project S-0010(36)64, SR-10; Ridge Road to South Price. This project will construct intersection improvements at 3370 South on SR-10 and add a passing lane over Four Mile Hill. The project limits are on SR-10 from MP 64.4 to MP 65.7. Major items of work include approximately 39,000 cubic yards of

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roadway excavation, 14,000 cubic yards of borrow, 14,000 cubic yards of granular borrow, 12,000 cubic yards of untreated base course, 21,000 square yards of rotomilling, 8,500 tons of HMA, 2,700 tons of SMA. The project is scheduled to advertise in April 2009, with notice to proceed anticipated in June 2009. The construction contract will be approximately 60 working days.

Each project contract will be independent of the other, with the level of staffing, hours, and other contractual terms negotiated with each project's respective project manager.

The Consultant will act as Resident Engineer and will confer with the Construction Contractor in behalf of UDOT during the construction of the project. The Consultant will provide control over the project as described in the 2006 UDOT Construction Manual of Instruction. UDOT's District Engineer will exercise oversight control over the project. This will include periodic audits, budget control, process reviews, and other involvement as described in this RLOI or as needed.

The Consultant shall have administrative authority to enforce all contract provisions, specifications and plans, and perform engineering and inspection duties, material testing, and functions for UDOT as required under current UDOT and Federal Highway Administration (FHWA) construction policies and procedures.

The UDOT District Engineer has ultimate authority on all questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of a project, there are instances where the requirements of the construction contract may be unclear or need further clarification; UDOT has final authority in interpreting and enforcing the contract.

The Consultant will monitor and check Contractor submissions and subcontractor agreements, prepare and justify change orders, process claims, and review and update schedules, keep contract time, prepare over-run/under-run statements, provide informal meetings for claims, and keep complete and accurate documentation using accepted UDOT forms and procedures. The Consultant will obtain UDOT Project Manager and UDOT District Engineer approval prior to work for all change orders. The Consultant will obtain and process all Contractor payment requests through UDOT with the approval of the UDOT District Engineer. All direction of orders to the Contractor shall be documented in writing.

SCOPE OF WORK

WORK ACCEPTANCE

OVERVIEW: Perform all work under this Contract in accordance with the Standards, Specification, Manuals of Instruction, and Policies and Procedures established by UDOT. During the course of construction, the Consultant shall accept work on behalf of UDOT. However, Final Owner Acceptance will be granted by UDOT.

RESPONSIBILITY: Resident Engineer, Consultant

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PERSONNEL

OVERVIEW: a Licensed Professional Engineer who has experience with state and federal-aid Construction Engineering Management oversight and compliance must lead the Consultant's Construction Management Team. The Consultant team members will be experienced or have professional certification in their area of oversight responsibility (surveying, inspection, material testing, and project accounting). The required Consultant's Construction Management Team members must be CEMT certified. They must also have attended the required UDOT Partnering Training sessions.

RESPONSIBILITY: Resident Engineer, Consultant

PRECONSTRUCTION

OVERVIEW: The Consultant will review and be knowledgeable and accountable for content of the contract documents, specifications, plans, utility agreements, right of way contracts, and correspondence.

After the design phase of each project, the Consultant will coordinate, schedule, and conduct a preconstruction meeting with the Contractor, subcontractors, UDOT District Engineer, UDOT Region Materials Engineer, UDOT Region Contracts Specialist, UDOT Project Manager, UDOT Project Design Engineer, UDOT Construction Oversight Engineer, Project Public Involvement Coordinator, City officials, and Utility company representatives, and provide minutes of the Preconstruction Conference to all attendees.

RESPONSIBILITY: Resident Engineer, Consultant

CONSTRUCTION

OVERVIEW: The Consultant will provide qualified personnel for engineering, inspection, material testing, and accounting.

Inspection:

Inspection activities include documenting and ensuring compliance with the contract requirements as directed in the 2006 UDOT Construction Manual of Instruction and the current edition of the UDOT Inspection Manual. These activities include documenting and ensuring compliance of the project construction methods and materials, public and worker safety, labor, EEO, DBE, environmental and pollution control, right of way, and utility/railroad relocation activities. A Licensed Professional Engineer who has experience with State and Federally funded project oversight and compliance will lead the Consultant's Inspection Team.

The Consultant will provide current, thorough, and complete documentation. A qualified inspector will actively inspect all of the Contractor's work. At least one qualified inspector will be physically present on the job site at all times during significant construction activities. The inspector will not knowingly accept work for payment that does not meet plans and specifications.

The Consultant and the Consultant's on-site inspector will monitor the Contractor's work so that lines and grades meet the plan lines and grades within allowable limits specified.

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The Consultant's Resident Engineer will be responsible for overseeing compliance of daily records and time charges. The Consultant shall review and comment on the initial and updated construction schedules provided by the Contractor to help ensure timely completion of the work. Any contract time suspensions will be documented by memorandum to UDOT.

UDOT's Project Manager/District Engineer must be notified of any and all change orders and overruns. UDOT must also give written authorization to the Consultant Resident Engineer before any such change order is executed. All change orders are to be prepared and executed according to UDOT Policy & Procedures and Specifications, using the guidelines of the 2006 UDOT Construction Manual of Instruction.

The Consultant will prepare progress and final payments in the format provided by UDOT. Payment will be made in accordance with contract documents and specifications.

The Consultant will be liable for negligent or fraudulent action, inaction, or negligent direction resulting in a claim. Consultant will document in writing all direction of orders to the Contractor.

Surveying:

The Consultant will verify the Contractor's construction surveying, staking, and calculations essential to complete and properly control the entire work. Consultant is responsible for overseeing the survey and control of the work and for directing correction of contractor errors whenever they are found.

Traffic Control:

The Consultant will protect the safety of workers and the traveling public by assuring the Contractor's traffic control follows MUTCD and UDOT policies. This includes reviewing the traffic control plans for compliance with UDOT standards. The Consultant will assure the Contractor adheres to all safety and health laws and ordinances and obtains any necessary permits. The Consultant will forward to the UDOT Public Involvement Coordinator any complaints concerning the project.

The Contractor's traffic control plans and any changes to these plans must be submitted and approved by the Consultant and UDOT's District Engineer. The Consultant shall provide a qualified, Utah-licensed professional engineer to perform reviews of the Contractor's traffic control plans. This engineer must have valuable related experience and adequate knowledge of construction traffic control practices, construction work zone traffic safety, the MUTCD, and UDOT traffic control standards. This person can have other responsibilities under the contract.

Accident Prevention:

The Consultant will make sure that the Contractor's Accident Prevention Plan meets all requirements in the contract including but not limited to OSHA regulations and UDOT requirements.

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Materials:

The scope of this contract is to provide a laboratory, all materials, equipment and labor necessary to complete field, laboratory testing, and reporting of materials for this construction project. An individual who has experience with state and federal-aid oversight and compliance will lead the Consultant's Materials Testing Team. Major items of work include, but are not limited to, testing for sub-grade, granular borrow, untreated base course, hot mix asphalt (HMA), Stone Matrix Asphalt (SMA), Portland Cement Concrete Pavement, and structural concrete.

The testing methods and frequency will be in accordance with the UDOT Materials Minimum Sampling and Testing Requirements found on the UDOT Web Site (<http://www.udot.utah.gov/main/f?p=100:pg:::1:T,V:642>), using UDOT format, in addition to the standard specification and special provisions. For the duration of the contract, the laboratory must be AASHTO accredited (AMRL certified) and UDOT qualified and all personnel must be UDOT TTQP certified in the tests being performed. All tests will be performed according to applicable UDOT and AASHTO procedures.

The Consultant Resident Engineer directs the work, with oversight by the UDOT Region Materials Engineer. The Consultant will provide test results to the UDOT Region Materials Engineer within 24 to 48 hours of placement, with time dependent upon the material requirements. The Consultant will prepare and provide all documentation associated with a given item including all calculations for pay reductions and incentives/disincentives.

No material shall be incorporated in the project, or paid for, without certification or testing that assures materials meet UDOT specifications. The consultant will collect material Certificates of Compliance and assure adequate materials certificates are collected for materials placed.

Specification/Technical Assistance:

The Consultant Project Engineer will contact the UDOT District Engineer for interpretation, clarification or any technical questions concerning the construction project.

Documentation:

Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according to UDOT Policy and Procedures, and Manuals of Instruction. Forms and guidelines are contained in 2006 UDOT Construction Manual of Instruction,

The Consultant will keep all notations in ink in diaries or an acceptable alternate for survey checks and pay quantities will be documented daily in iPAQ's or computers in UDOT's PDBS system. Pay quantities will be measured and initialed for payment in PDBS daily. The Consultant shall furnish the iPAQ's and any other equipment needed to meet the contract requirements.

Project Accounting:

The project accounting will be done under UDOT's accounting process. The Consultant must have UDOT Project Account training and PDBS training. The Consultant must have

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compatible computer equipment and software programs. The Consultant must stay current in documenting pay quantities. The monthly (or semi monthly) estimate will be submitted to UDOT and the Contractor for review and acceptance of paid quantities before payment. Estimates will be submitted to UDOT Project Manager within one week of the estimate closing Saturday.

It is the Consultant's responsibility to keep UDOT informed of project overruns.

Utilities:

The Consultant will administer the coordination and relocation of utilities in accordance with the requirements of the 2006 UDOT Construction Manual of Instruction. This coordination will include inviting the utility companies to the preconstruction conference, and being familiar with the required utility facility relocation plans and the terms of the corresponding Utility Reimbursement Agreements. Maintain separate files for the individual utility companies.

The Consultant will inspect work performed by the utility companies for compliance with the individual agreements and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by UDOT, the Consultant will maintain daily Force Account Records of all work performed by the utility companies. Monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.

Inspect, test, accept and document for payment any utility installation or relocation work performed by the Contractor as required by the project specifications.

Project Meetings:

The Consultant will hold weekly coordination meetings with the Contractor's Construction Superintendent (Foreman), and update the schedule for the following week's work. Survey, material testing, business access impacts, utility relocation work, inspection and traffic control coordination must be established in advance. The Consultant shall take minutes of the meeting for distribution. The Consultant will invite UDOT, the project Public Involvement Coordinator, and utility company representatives to all Project meetings.

RESPONSIBILITY: Resident Engineer, Consultant

PROJECT FINALIZATION:

OVERVIEW: Upon substantial completion of the project, the Consultant will conduct, coordinate and notify in writing all interested parties to attend a final inspection. The attendees will include the UDOT District Engineer, the UDOT Project Manager, the Project Design Engineer, the Contractor, Subcontractors, and affected Utilities. Minutes of the Final Inspection will be provided to all attendees.

A punch list will be generated by the final inspection and the Consultant and Contractor will agree on the time needed to complete the punch list. Upon completion of all punch list items the Consultant in agreement with UDOT will accept the construction as complete. Within 30

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days of 100% completion in the field, including the punch list items, the Consultant will provide final project documentation as required by UDOT and FHWA for final acceptance of the project. The Consultant shall verify the accuracy of the as-built plans prepared and certified by the Contractor, and provide a hardcopy and an electronic copy for UDOT's records at the end of the project.

A Post Construction Conference is required. This may not be held at the same time as the final inspection.

RESPONSIBILITY: Resident Engineer, Consultant

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Appendix D

A. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under “Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance” or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

B. Department Furnished Items

- UDOT Standards (available on-line from the UDOT Web site at <http://www.udot.utah.gov/go/2008standards>).
- UDOT Reference Material (available on-line from the UDOT Web site at <http://www.udot.utah.gov/go/standardsreferences>).
- UDOT Consultant Services Manual of Instruction (available on-line at the UDOT Web site <http://www.udot.utah.gov/go/csmanuals>).
- UDOT Roadway Design Manual of Instruction (available on-line from the UDOT web site at <http://www.udot.utah.gov/go/manuals>).
- UDOT 2008 Acceptance and Documentation Guide (available on-line from the UDOT web site at <http://www.udot.utah.gov/go/2008standards>).